

RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Central Services
Communications Division

Prince George's County

Item No.	AGENCY Description	DIVISION Retention
1.	<u>General Correspondence Files</u> consisting of official correspondence of the Division, statistics, reports, purchase requisitions & orders, budget records, personnel rosters, and Division copy of personnel transactions, and other official transactions of the Division. 1970 - Present	Cut off at end of fiscal year; retain for three (3) additional years; then destroy.
2.	<u>Radio Communications Records</u> consisting of correspondence files for radio Communications; communication service record files; purchase orders & requisition. 1970-Present	Cut off at end of fiscal year; retain for two (2) additional years; then destroy.
3.	<u>5" x 8" Radio Inventory Cards</u> 1970 - Present	Cut off at end of fiscal year when equipment is disposed of; retain for three (3) additional years; then destroy.
4.	<u>FCC Licenses</u> consisting of licenses of designated call signs/numbers for base & mobile stations. 1970 - Present	Retain permanently.
5.	<u>Telephone communication Records</u> consisting of correspondence files for Telephone Communications; Telephone Request Logs; Telephone Service Requests; Telephone Invoice receipts for County-owned telephone systems; purchase requisitions & orders; C&P Telephone Co. bills. 1970 - Present	Cut off at end of fiscal year; retain for two (2) additional years; then destroy.
6.	<u>Project Specifications</u> for CCTV, Public Address & Telephone Systems consisting of files of specifications, drawings, etc. (Working copy.) 1970 - Present	Cut off at end of fiscal year; retain for five (5) additional years; then destroy.
7.	<u>911 Emergency Center Records</u> consisting of the master copy of telephone bills; monthly statistical reports for 911 Center & Information referral; daily logs for deaf teletype service; 911 Center Master Station Log; radio logs. 1970 - Present	Cut off at end of fiscal year; retain for two (2) additional years; then destroy.

Schedule approved by Department, Agency or Division Representative

HAROLD E. RODENHAUSEN
Signature

CHIEF, COMMUNICATIONS DIVISION
Title

2/1/79

Schedule Authorized by Hall of Records Commission

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99

3/22/79
Date

Edward de Lymp

2/1/79
Date

Harold K. Bovea

 Secretary

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - ~~Box XXXX XXXX XXXX XXXX XXXX~~, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-486

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Description

Retention

8. 911 Emergency Center Magnetic Tapes for monitoring all
emergency calls.
Current Tapes

Reuse after three (3) months
except when required for Court
cases, etc.